Pineview Improvement and Service District
Budget Hearing and Regular Meeting
MINUTES
Monday, June 27, 2022, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT:	Nancy Bock, David Collins, Michael Hardman
OTHERS PRESENT:	Helenanne Cathey, Scott Robinson, Darlene Fetters

BUDGET HEARING
David Collins called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment, and there was none. David Collins adjourned the budget hearing at 5:04 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:04 p.m.

I. **Budget Adoption –** David Collins moved to adopt the budget for 7/1/22 – 6/30/23 for $108,605 and adopt the resolution to assess and submit the assessments to the County as approved in the budget. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Customer Concerns / Requests** – David Collins moved to write off $362 of late fees for Dawn Melton. Nancy Bock seconded. Motion carried unanimously.

III. **Minutes Approval** – David Collins moved to approve the minutes for the May 16, 2022, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

IV. **Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. The financial situation is much better. There is enough in the account to pay almost all of the bills. David Collins moved to accept the Treasurer's Report and pay bills as listed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$181.23**
5/1-5/16	Deposits – Water	$3,835.00	
Adjusted Balance Forward:			$4,016.23
5/16-5/31	Deposits – Water	$654.07	
05/31/22	Interest	$0.37	
06/06/22	Deposit – Xpress Bill pay	$2,501.00	
06/10/22	Deposit – Assessments	$5,711.43	
Balance Prior to Bill Payments:			$12,883.10*

**This balance does not reflect Water Guy deposits since the end of the prior month.*

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 5/1/22 – 6/1/22	$619.48
1383	Cathey Consulting	Inv. 6462 – Feb., 2022 Admin/Books/Compl $648.20	$2,223.20
		Inv. 6506 – Mar., 2022 Admin/Books/Compl $525.00	
		Inv. 6545 – Apr., 2022 Admin/Books/Compl $525.00	
		Inv. 6584 – May, 2022 Admin/Books/Compl $525.00	
1384	Energy Laboratories, Inc.	Inv. 474233 – Testing $52.00	$177.00
		Inv. 477830 – Annual Water Quality Report $125.00	
1385	Gillette News-Record	Ad 00374362 – Budget hearing ad	$88.00
1386	Pineview ISD	05/31/22 Assessments for Roads to Roads Acct.	$2,277.93
1387	Water Guy	Inv 2021-942 – repairs $3,769.00 Orig. invoice amt. $5,869	$6,848.45
		Inv. 2022-181 – Feb. Water Oper., Leak at 6 N Pineview $2,082.95	
		Inv. 2022-322 – 4/5/22 called out for no water	

/ generator didn't start $225.00
Inv. 2022-380 – Apr. Water Oper., meters,
billing $771.50

TOTAL			$12,234.06
BANK BALANCE END OF MEETING (WATER):			**$649.04**

Bills remaining unpaid:

Water Guy Inv. 2022-485 – May Water Operator, Meter Reading, Billing $771.50
(Loan Payment Due October 15, 2022: $12,003.98)

Roads Account Balance Forward From Last Meeting:			**$19,061.35**
05/31/22	Interest	$1.10	
Roads Account Balance Prior to Meeting:			**$19,062.45**
06/27/22	5/31/22 Assessments transferred from Water Account	$2,277.93	
BANK BALANCE END OF MEETING (ROADS)			**$21,340.38**

Water System Reserve Account Balance Forward From Last Meeting:			**$12,081.96**
05/31/22	Interest	$1.23	
Water System Reserve Account Balance Prior to Meeting:			**$12,083.19**

(Reserve account must have a minimum of $12,003.98 at all times.)

Receivables Review / District current billing for Water: 22 taps X $110 per month = $2,420.00
Accounts Receivable Balance: $4,712.36 Assessments / $0.00 Monthly Billing: $4,712.36

V. **Water System Update –** The water system information was reviewed.

VI. **Roads** – There was discussion on getting bids to get rock for the roads and apply for a County grant to help with the cost. The consensus is to try to work on getting grants in August to do the work this fall. There are some hills, especially, that need rock.

VII. **Unfinished Business**

a. DOWL recommendations regarding backup generator system – Water Guy is working on the repair. They will probably need to call another contractor to do the repair. The Board has asked the bill go to DOWL. No bill has been received.

VIII. **New Business**

a. Election of officers for the year – David Collins moved to keep the same slate of officers for the next year (David Collins, President / Michael Hardman, Vice President / Nancy Bock, Secretary/Treasurer). Nancy Bock seconded. Motion carried unanimously.
b. A Public Records notice was signed to submit to the County indicating the District's records are stored at the offices of Cathey Consulting and Water Guy.
c. David Collins moved to designate First National Bank as the Official Depository for 7/1/22 – 6/30/23. Nancy Bock seconded. Motion carried unanimously.
d. Records Retention Schedule – David Collins moved to adopt a Records Retention Schedule. Nancy Bock seconded. Motion carried unanimously.

IX. **Next Regular Meeting: Monday, July 25, 2022, 5:00 p.m.**
2022 Meetings:
Mon., July 25, 2022, 5:00 p.m. / Mon., Aug. 22, 2022, 5:00 p.m. / Mon., Sep. 19, 2022, 5:00 p.m.
Mon., Oct. 17, 2022, 5:00 p.m. / Mon., Nov. 14, 2022, 5:00 p.m. / Mon., Dec. 12, 2022, 5:00 p.m.

X. **Adjourn –** David Collins adjourned the meeting at 5:50 p.m.

NOTES TO LANDOWNERS:

- **PLEASE DO NOT DRAG OR BLADE THE ROADS WITHOUT BOARD AUTHORIZATION. ANYONE INTERESTED IN HELPING MAINTAIN THE ROADS IS INVITED TO PLEASE ATTEND A DISTRICT MEETING!**
- **NO MUD BOGGING ON THE ROADS!**
- **SLOW DOWN ON THE ROADS AND STAY ON THE ROAD!**
- **WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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David Collins, President / Date

____
Michael Hardman, Vice President / Date

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Nancy Bock, Secretary/Treasurer / Date

Budget - Pineview I & S District - 7/1/2022 - 6/30/2023

Budget Hearing Monday, June 27, 2022, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717

	Actual (F32)	**Budget**	**Actual (ESTIMATED)**	**Budget**		
	7/1/20 - 6/30/21	**7/1/21 - 6/30/22**	**7/1/21 - 6/30/22**	**7/1/22 - 6/30/23**		
Revenue						
Monthly Fees (22 X $110/mo.)	21,120	21,120	24,000	29,040		110
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	0	2,000	2,000	1,000	12,000 gal. in base + $3/1,000 over 12,000	
Assessments - Past Due Balances						
Special Assessment / Billing ($250 each lot billed April, 2022)			5,500			
Assessments for Roads (42 parcels/44 lots X $189 / $15.75/mo.)	8,316	8,316	8,316	8,316		15.75
Assessments (Loan) - $578 FYE 2017 / $763 FYE 2018	16,786	16,786	16,786	16,786		63.58
Assessments - Interest	33	40	23	40		**189.33**
Grant - County - Pump Repair	5,133					
Grant County - Water Tank Project	34,384	0		0		
Grant - State - WWDC	380,021	0		0		
Grant - State - SLIB Prin. Forgiveness	155,142	0		0		
Loan - State (2.5% for 20 years $126,629.61 / 0% $77,621.03)	265,933	0		0		$0
Grant - County (Road Work)					*Ineligible for grant until 2026 (approx.)*	
Interest - Bank	127	100	16	100		
Other Fees (Late, Coll., Tap, etc.)	2,218	15,000	1,200	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*	*0*	*0*			
TOTAL REVENUE	889,213	65,362	57,841	72,282		
CASH CARRYOVER		***36,871***		***36,323***		
TOTAL REVENUE PLUS CASH CARRYOVER	**889,213**	**102,233**	**57,841**	**108,605**	Budget Amount	
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($525 X 12)	8,900	8,400	7,575	6,300	*Reduce rate from $700 to $525/mo.*	
CPA Review	3,000	6,000	4,500	0	*($6,000 in 21/22)*	
Legal						
Office / Postage / Advertising / Other	1,064	500	1,000	600		
Travel						
TOTAL ADMINSTRATIVE	**12,964**	**14,900**	**13,075**	**6,900**		
Indirect						
Insurance - Liab., Bonding	2,339	500	500	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**2,339**	**500**	**500**	**500**		
INTEREST - TOTAL COSTS	3,460	2,371	2,198	2,198	$11,131 payment in 2021	
DEBT - PRINCIPAL COSTS	155,159	9,633	8,933	8,933	Annual payment $12,003.98	
Operations						
Misc (Cash Carryover - Water)		*11,400*		*2,897*	*Cash Carryover*	
Water Operator / Meter Reading / Billing ($868.80 per month)	7,281	6,882	7,674	10,426	*Increase to $868.80 /mo. fr. $573.50/mo.*	
Water System Chemicals (Chlorine)	1,226	1,000	1,000	1,300		
Water System Electricity	9,130	10,000	9,500	10,000		
Water System Propane	931	100	100	100		
Water System Repairs & Maintenance	14,352	391	10,736	7,775		
Water System - Pump Replacement (Red Tiger & ProElectric) (CAPIT.)		1,900				
Water System Testing	2,036	1,000		1,300	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed (how often to clean?)	
Water System - Other Items	672	1,835	200			
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	699,146	0		0		
TO RESERVES		**6,534**		**6,534**		
Payables at End of Prior Year		*0*		*8,000*		
TOTAL WATER SYSTEM	**734,774**	**41,042**	**29,210**	**48,332**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*15,400*		*21,341*		
Roads (3.5 miles total = 18,480 feet)	5,149		12,000			

Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**5,149**	**23,716**	**12,000**	**29,657**	
TOTAL OPERATIONS COSTS	**739,923**	**64,758**	**41,210**	**77,989**	
TOTAL EXPENDITURES	**913,845**	**92,162**	**65,916**	**96,520**	This # plus Reserves
Receivables Start of FY	156,946		1,307		= revenue + carryover
Payables Balance Start of FY	158,478		2,862		108,605
	6/30/2020	**6/30/2021 (EST)**	**6/30/2021**	**6/30/2022 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	11,176	15,400	15,386	21,341	
GENERAL FUND - WATER	4,318	11,400	11,270	2,897	
RESERVES BALANCES	46,530	10,071	10,072	12,085	
TOTAL FUNDS BEGINNING OF YEAR	**62,024**	**36,871**	**36,728**	**36,323**	
Receivables Balance End of FY	1,307				
Payables Balance End of FY	2,862				
Accountant adjustment / rounding	(687)				
End of Year Bank Balance (F32)	36,728		27,098		
Net per year (Revenue minus Expenses)	-24,632	0	-8,075	0	

Budget Message: The District manages the roads and water. The District once again had very high repair bills for the water system with costs exceeding $10,000. Water Guy bills increased as they have taken over billing and collections from Cathey Consulting, and Cathey Consulting's bills decreased. The District still hopes to add additional taps onto the water system when requests are made which will generate additional revenue with minimal cost increases. A reserve account is set up to maintain the $12,004 (previously was over $23,000 but the state has reduced the required amount as the annual loan payment amount decreased) required by the state as well as build reserves for future major repairs and capital improvement projects. Due to high costs, the District was unable to contribute anything to reserves this last year but hopes to put some in reserves next year. The District raised the monthly fee to $110 from $80 and increased the gallons in the base fee from 6,000 to 12,000. A special billing was done in April, 2022 for $250 per lot to help cover costs from the large repair bills this last fiscal year.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2025, Michael Hardman (Vice Pres.) term ends May, 2023

Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are e-mailed and posted online.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.